**Superintendent’s Cabinet**

**September 19, 2013**

**Strategic Planning Session**

1. Learned about each other a little more- where each of us attended elementary school.
2. Superintendent’s Message – ALL members of the Cabinet will be able to articulate the 5 year strategic plan to a variety of audiences.
3. Reviewed agenda
4. Karen shared reading “*The Role of Support Staff in a Professional Learning Community”*
5. Mark led us through norm/collective commitments activities:
   1. Think-Pair-Share out on a good team member is/is not:
      1. Good team member is:
         1. Truly respectful – time, open, listens
         2. Invites and welcomes contributions from all
         3. Full attentive and listens
         4. On time
         5. Speaks equally in meetings
         6. Shares the air
         7. Respectful
         8. Honest and respectful
         9. Active member of the team
         10. Listens well
         11. Keeps open mind
         12. Doesn’t complain, offers solutions
         13. Comes into every meeting with a positive tone
         14. Solution oriented
         15. Prepared
         16. Confident
         17. Values other opinions
         18. Active/empathetic listener
         19. Prepared and trustworthy
      2. Good team members is not:
         1. Promotes self-serving ideas, not team members
         2. One who sits at a meeting/doesn’t participate/airs to another group
         3. Someone who is not a good listener
         4. Dominates conversations/overbearing
         5. Approach of “my” instead of “our”
         6. Narrow minded in focus, refuses to see the big picture – “their way or the highway”
         7. Judgmental
         8. Appears to act like the know it all
         9. Doesn’t take in other peoples ideas
         10. Own agenda
         11. Doesn’t actively listen
         12. Makes assumptions without asking questions
         13. Lack of empathy
         14. Sometimes processes move too fast
   2. Each team member wrote 3 norms that Mark will process and bring back to us a list of norms for our review (included procedural and interpersonal)
6. Karen led us through activity – what visual best describes MCPS (circles or triangles)
   1. Carla will work on creating the visual (she is a great artist ☺) for us
   2. Consensus of the group is that the “triangle” more accurately represents our vision for representing our work “visually” (all strong/mostly strong support)
   3. Hatton will think over the next few days about a possible “different” way to represent our work (something other than a circle or triangle)
7. Karen led us through an quick write activity where everyone practiced and shared their learning about district initiatives:
   1. Dual language immersion
   2. K-12 International Baccalaureate
   3. Career Academies
   4. Robotics/electronics
   5. K-12 STEM education
8. Heather shared two videos focused on teamwork:
   1. Penguins funny
   2. The Power of Team: Inspired by the Blue Angels
9. Hatton led us through a process of developing a visual timeline that indicates what we are doing, year by year, in each of the district’s initiatives – the 5 year trajectory:
   1. Dual language immersion/IB
      1. Impact on staffing?
      2. Availability of staffing?
      3. Magnet school?
      4. Program in each of nine elementary schools?
      5. Program in each region?
      6. What language(s)?
      7. What are the baseline parameters that have to be met in order to replicate a DLI program in another school?
      8. Commitment from trained staff?
      9. Assess, evaluate, refine each year as we determine next steps, expansion, etc.
10. Karen led us through a review of the current strategic plan document. We discussed refinements to:
    1. Message to the Community
    2. Mission, Vision, Collective Commitments, Beliefs
11. Heather facilitated a Plus/Delta
    1. Plus
       1. Inclusive conversation
       2. Reaffirmed belief in people work with each day
       3. Agenda well thought out, good guide
       4. Break with video at lunch, lunch was good
       5. Balance of focused work
       6. Laughing with each other
       7. Facilitation strategies modeled by Hatton were very helpful – nice to have another facilitator amongst us
       8. Well organized strategic plan document, know what is happening and the purpose even though coming from the outside
       9. Feel comfortable as a new member
    2. Delta
       1. Ambitious agenda, maybe too much
       2. More time
       3. Break agenda into shorter sessions
       4. Document will drive us for 5 years and beyond, need to take time to plan and prepare appropriately